

PERSONNEL BOARD
Peggy Brenner Friend's Room at the Library
Wednesday, February 25, 2015 @ 7:30 PM

Present were S. Crown, T. Delaney, D. Kearns, E. Richter, Town Admin., L. Sanders and Asst. Town Admin. M. Vieira, J. King absent.

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 11/19/14 Personnel Board Meeting were reviewed.	S. Crown moved to accept the minutes of the 11/19/14 meeting, seconded by E. Richter, Vote: 4-0.
Old Business:	<u>Time off Survey of Surrounding Communities</u> : No area communities have been surveyed due to holidays and the inclement weather; this will be initiated. FY '14 health benefits should be replaced with FY '15 in the survey tool.	Comparable communities will be contacted to obtain information.
New Business	<p><u>2014 Personnel Board Annual Report</u>: no vote is needed; the report is at the printer.</p> <p><u>Forest Fire Building Custodian/Compensation Schedule Assignment</u>: This position has not been on the compensation schedule, though it has existed. There is a \$1,200 stipend for this function and it is being held by the warden. Clarification is needed regarding who appoints this position.</p> <p>It was discussed whether the positions listed in the schedule with a stipend of 0.00 be removed from the schedule. D. Kearns questioned if the schedule is a scale or a roster. The schedule says "appointed" and "paid". The Board of Health has specific requirements with regulatory requirements. The Town Administrator said she is the Tax Possessed Land Custodian. The position is included in what she does, though it is not in her job description. It is required in the By-Law it is a separate job. Move it from Schedule D to schedule G, with a comment saying "performed by Town Administrator".</p> <p>N. S. Regional Voc., the representative is appointed by Town Meeting.</p>	<p>D. Kearns moved to add the Forest Fire Building Custodian to schedule D with an annual stipend of \$1,210, seconded by T. Delaney, Vote: 4-0.</p> <p>Move the Tax Possessed Land Custodian from Schedule D to Schedule G, with a comment saying "performed by Town Administrator".</p> <p>L. Sanders will look into who appoints the Ad Hoc Committee on the Town Water Supply.</p>

	<p>Election workers pay rates were changed by the Town Clerk. The next election is in May of 2015. The Town Clerk will be asked to provide clarification as the pay rates in her memo don't reflect the changes made to the Schedule.</p> <p><u>Human Resources:</u> The Town Administrator said at a prior meeting J. King commented that the Asst. Town Administrator should be compensated for all of the duties he's performing. L. Sanders is proposing that if it can fit in the budget, there be a line for an H/R Asst. with a salary of \$30,000 to \$35,000 and an H/R Director with a salary or stipend of \$16,000. The Asst. Town Administrator would be the H/R Director; he is currently handling all of these functions. T. Delaney inquired if this would be an interim step. T. Delaney said he has felt for some time that the town needs more of an H/R dept. The H/R Asst. would handle personnel files, the performance evaluation process, etc., the H/R Director would handle the higher level functions such as discipline, interacting with the unions, etc. S. Crown said this would assist with risk management. It was questioned if a stipend is put in place, would the Asst. Town Administrator's benefits would be based on the base salary or the base plus stipend.</p> <p><u>Police Chief Screening Committee:</u> The Town Administrator briefed the board on the aggressive schedule and progress made by the Committee. It was a nine person committee; L. Sanders was the chair. There were 71 resumes to review; they were reduced down to 26 during the first meeting. BadgeQuest sent those 26 candidates narratives with 5 questions; 15 candidates remained after that process. A Friday night meeting was scheduled, then 10 candidates were proposed for the Assessment Center; a day-long grueling test of skills, knowledge and abilities. Eight candidates went through the Assessment Center; 2 candidates dropped out. L. Sanders said the Committee identified their top 3 candidates; they were the same as BadgeQuest's. The three finalists are being interviewed by the Board of Selectmen next Tuesday, 3/3/15 at 6pm in Conference Room A in Town Hall.</p> <p><u>Other Business:</u> A resignation was accepted from a Technical Support Specialist, so that IS&T position is now available.</p> <p>A per diem Civilian Police Dispatcher was approved and will be recruited.</p> <p>9:30 PM meeting adjourned.</p>	<p>The Town Clerk will be asked to provide clarification as the pay rates in her memo don't reflect the changes made to the Schedule.</p> <p>The Town Administrator will develop job descriptions for both the H/R Asst. and the H/R Director and submit them to the Personnel Board.</p> <p>The three finalists are being interviewed by the Board of Selectmen next Tuesday, 3/3/15 at 6pm in Conference Room A in Town Hall.</p> <p>Representatives from the Personnel Board would be beneficial to participate in the hiring process.</p>
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Next Meeting: Monday, 3/9/15 at 7:30 pm in the Trustee's Room at the library.